



# GARFIELD MIDDLE SCHOOL

Remote Learning Handbook

# SCHEDULE

## Daily Schedule

7:30-8:30	Homeroom	Students log-in for their daily attendance in REAL TIME
PERIOD 1	8:30-9:03	Student attendance will be taken by teacher in TEAMS
PERIOD 2	9:04-9:37	Student attendance will be taken by teacher in TEAMS
PERIOD 3	9:38-10:11	Student attendance will be taken by teacher in TEAMS
PERIOD 4	10:12-10:45	Student attendance will be taken by teacher in TEAMS
LUNCH	10:46-11:18	STUDENTS will take their lunch during this time
PERIOD 5	11:19-11:52	Student attendance will be taken by teacher in TEAMS
PERIOD 6	11:53-12:26	Student attendance will be taken by teacher in TEAMS
PERIOD 7	12:27-1:00	Student attendance will be taken by teacher in TEAMS
Office Hours	1:01-3:05	*May be scheduled at different times - Teachers will provide additional information



# DAILY ATTENDANCE

- In order to be marked present, students will be required to log-in each morning during Homeroom.
- The direct link is: [Virtual Remote Attendance](#) .
- The link is also available on our home page: [www.gms.gboe.org](http://www.gms.gboe.org) and will be emailed to students.
- Students who don't log-in will be marked absent. An automated phone call will be made to the home number on file.



**Garfield Public Schools**

Virtual Learning

1:45:50 PM



# PERIOD ATTENDANCE

- ◉ Period attendance will be taken by each individual teacher during their class time via TEAMS.
- ◉ Student attendance within the TEAMS session is time stamped for when students enter the session and when they leave.
- ◉ Students must remain in the live session for the entire block to be considered present.



# STUDENT CODE OF CONDUCT

## Basic Etiquette for Online Video Learning

- ◉ All students are required to show up at the scheduled time
- ◉ All students should wear school appropriate attire
- ◉ Find a quiet place with the least distractions (siblings, pets, parents, television)
- ◉ Be respectful when speaking and writing
- ◉ Stay on mute until you would like to contribute, need to speak or ask a question
- ◉ Video must be **ON** through-out the entire lesson in order to be considered present for attendance



# STUDENT CODE OF CONDUCT CONTINUED

## Basic Etiquette for Online Video Learning

- ◉ Maintain eye-contact
- ◉ Limit movement to avoid causing a distraction to others
- ◉ Do not share screenshots of TEAMS meetings where student or teacher images are displayed
- ◉ Chat should only be used to discuss or ask questions pertaining to the lesson.
- ◉ Do not copy, alter, or redistribute conferencing videos. The Garfield Board of Education reserves the right to file criminal charges with the Garfield Police Department in instances of violations concerning this matter.
- ◉ **REMEMBER, THIS IS A CLASS, SO TREAT IT AS SUCH!**



# STUDENT CODE OF CONDUCT

## USEFUL TIPS

### STUDENT NORMS FOR

*Teams Meeting* >>>>

IN OTHER WORDS...

**GOOD TEAMS ETIQUETTE**



MUTE YOUR MICROPHONE WHEN YOU ARE NOT SPEAKING



MAKE SURE YOUR SOUND IS ON



CHECK YOUR VIDEO BACKGROUND, HAVE A WALL BEHIND YOU, BLUR BACKGROUND



CHECK YOUR VIDEO ANGLE, WE WANT TO SEE YOUR FACE, NOT YOUR CHEEK OR UP YOUR NOSE



MAKE SURE YOUR MIC IS NOT MUFFLED, AND THAT YOU SPEAK CONFIDENTLY & CLEAR



USE THE CHAT FEATURE TO ASK QUESTIONS, NOT TO CHAT OR SPAM THE MEETING



BE CONSIDERATE WITH YOUR WORDS



CHECK YOUR LIGHTING, NO LIGHT BEHIND YOU (LIKE A WINDOW)



# TEACHER/STUDENT COMMUNICATION

- ◉ Most communication between teachers and students will occur through Microsoft TEAMS.
- ◉ Students can also email teachers.
- ◉ Students **ARE REQUIRED TO** use their GBOE emails when communicating with teachers.
- ◉ Any student emails from a third-party email provider other than the GBOE email will not be acknowledged.
- ◉ Additional information from Garfield High School will be sent to students via email. Students **MUST** frequently check their GBOE emails.





# PARENT NORMS

- No commenting during class times
- Protocol for responses to emails/phone calls
  - Best way to communicate with teachers, counselors, and administrators is through email.
  - Responses in 24-48 hours.
- Chain of communication
- Do not share screenshots of TEAMS meetings where student or teacher images are displayed



# PARENT NORMS CONTINUED

- ◉ Do not copy, alter, or redistribute conferencing videos.  
The Garfield Board of Education reserves the right to file criminal charges with the Garfield Police Department in instances of violations concerning this matter.
- ◉ Routinely check parent portal to track student progress.
- ◉ Read and acknowledge documents and complete surveys on parent portal.



# TEAMS LOG-IN INFORMATION

- Use the link below for directions on logging into Microsoft Teams and for helpful hints to help your child navigate the site.
  - [Family Guide to Microsoft Teams](#)
  - [TEAMS Log-in Help Guide](#)



# SPECIAL EDUCATION SERVICES

- ◉ Instruction will be delivered via live and recorded lessons with your teachers and paraprofessionals will be available to support the learning.
- ◉ Speech & Language Services will be provided remotely via Microsoft Teams.
- ◉ Occupational Therapy will be provided in person in the school buildings or remotely. These staff members will be reaching out to parents to schedule times to provide the services.
- ◉ Physical Therapy will be provided in person in the school buildings or remotely. Physical Therapists will be reaching out to parents to schedule these services.
- ◉ Social Workers will provide remote counseling based on IEP requirements, services will be provided via live sessions in Teams in group and/or individual sessions.



# GUIDANCE DEPARTMENT

- Counselors are available for students helps its students with academic and social/emotional concerns.
- Guidance contact information can be found by clicking on the link below:
- [Guidance Contact Information](#)



# BREAKFAST AND LUNCH PICKUP

## DURING REMOTE LEARNING DAYS, MEALS TO GARFIELD DISTRICT STUDENTS WILL BE DISTRIBUTED FROM TWO CENTRAL LOCATIONS:

Three Saints Church  
474 Outwater Lane  
Garfield, N.J. 07026

James Madison School #10  
55 Lincoln Place  
Garfield, N.J. 07026

### Distribution Times:

September 8th : Meals will be distributed at both locations from **7:30 a.m.-2:00 p.m.**

September 9th until further notice: Meals will be distributed at both locations from **11:00 a.m.- 2:00 p.m.**

### Meal Options:

Parents will be able to take meals for one day or multiple meals if more convenient.

### Pricing:

Breakfast: Free - \$0.00, Reduced - \$0.00 and Paid - \$1.50

Lunch: Free - \$0.00, Reduced - \$0.00 and Paid - \$3.10

- **Lunch Applications and Household Information Surveys are available on your Parent Portal.**
- **PLEASE MAKE SURE TO COMPLETE THE FORM AS SOON AS POSSIBLE.**
- **If your application is not received by October 1, 2020 than the status will become a PAID Status.**

If you have any questions, please contact the Lunch Application Department at (973)340-5000 ext 2308



# LAPTOP AND TECHNOLOGY SUPPORT

- Use the link below for directions on resolving technology and laptop issues that may arise during remote learning:
  - [Tech Support](#)

